



JAY DARDENNE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

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UNDERSECRETARY

2015 Mandatory Continuing Education Requirements

All supervisors in Supervisory Groups 1 and 2 are required to complete the continuing education requirement. The online training is accessible through the Louisiana Employees Online (LEO) system at <https://leo.doa.louisiana.gov/irj/portal>.

Below are the courses which will satisfy the CPTP Continuing Education requirement. You may take any one of the courses below to earn credit for performance year July 1, 2015 – June 30, 2016.

Web based (Completed online through LEO)

- CPTP Managing & Improving Work Processes
- CPTP Change Management
- CPTP Communicating Top Down Messages
- CPTP Emotional Intelligence 1
- CPTP Emotional Intelligence 2
- CPTP Situational Leadership 1
- CPTP Situational Leadership 2
- CPTP Building Trust
- CPTP Organizational Dynamics
- CPTP Ethical Leadership
- CPTP Strategic Thinking
- CPTP Work Life Balance
- CPTP Strategic Alignment
- CPTP Customer Service II
- CPTP Mentoring in the Workplace
- CPTP Project Manager's Role
- CPTP Preventing Workplace Violence for Supervisors
- CPTP Dealing with Difficult People

Instructor -Led (Enroll online through LEO to attend classroom training)

- CPTP Professional Writing Skills
- CPTP Effective Performance Evaluations

If you have any questions regarding these training requirements, or need assistance in registering for courses, please feel free to contact Jennifer Dyer at (225) 342-0880 or jdyer@crt.la.gov.